

# Section 3

## Key Dates

### FY2004 Closing & FY2005 Opening

**April/May 2004**

<b>Date 2004</b>	<b>Appropriation/ Account Management</b>	<b>Encumbrance Management</b>	<b>Disbursement Management</b>	<b>Payroll Management</b>	<b>Cash and Revenue Management</b>	<b>GAAP, Fixed Assets, and Special Higher Education</b>
<b>April 5 Monday</b>	Establish FY2005 tables					
<b>April 12 Monday</b>	Close/Open sessions at the Federal Reserve Bank, Boston  9:00-12:00 A.M. 1:00-4:00 P.M.	Close/Open sessions at the Federal Reserve Bank, Boston  9:00-12:00 A.M. 1:00-4:00 P.M.	Close/Open sessions at the Federal Reserve Bank, Boston  9:00-12:00 A.M. 1:00-4:00 P.M.	Close/Open sessions at the Federal Reserve Bank, Boston  9:00-12:00 A.M. 1:00-4:00 P.M.	Close/Open sessions at the Federal Reserve Bank, Boston  9:00-12:00 A.M. 1:00-4:00 P.M.	Close/Open sessions at the Federal Reserve Bank, Boston  10:00-12:00 A.M. 1:00-3:00 P.M.
<b>April 15 Thursday</b>	Close/Open Meeting at the Foyer Hoagland Amphitheater Shrewsbury, MA  10:00AM-4:00 PM.	Close/Open Meeting at the Foyer Hoagland Amphitheater Shrewsbury, MA  10:00AM-4:00 PM.	Close/Open Meeting at the Foyer Hoagland Amphitheater Shrewsbury, MA  10:00AM-4:00 PM.	Close/Open Meeting at the Foyer Hoagland Amphitheater Shrewsbury, MA  10:00AM-4:00 PM.	Close/Open Meeting at the Foyer Hoagland Amphitheater Shrewsbury, MA  10:00AM-4:00 PM.	Close/Open Meeting at the Foyer Hoagland Amphitheater Shrewsbury, MA  10:00AM-4:00 PM.
<b>April 30 Friday</b>	Complete data cleansing activities	Complete data cleansing activities				GAAP Distribution #1
<b>May 3 Wednesday</b>				Complete data cleansing activities		
<b>May 14 Friday</b>		Depts. alerted to enter all FY2004 multi-year encumbrances into MMARS by 6/7 before conversion	Complete to DONE all Vendor Updates to Make 1 <sup>st</sup> Vendor Conversion		Suspend new grants set-up in OldMMARS until after May 28	

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<b>May 21 Friday</b>	House 1 Load completed			HR/CMS Home Unit Conversion		
<b>May 25 Tuesday</b>	Roll conversion table dates for chart of accounts		Complete 1 <sup>st</sup> Vendor Conversion			
<b>May 28 Friday</b>	<b><i>NewMMARS opens</i></b>  Verify cost section budgeting  Verify chart of accounts data	<b><i>NewMMARS opens</i></b>  Pre-encumbering & encumbering begins  Final day for encumbering FY2004 budgeted funds >\$25,000	<b><i>NewMMARS opens</i></b>  Review vendor tables  Final day for submitting prior year deficiencies to be paid out of FY2004 funds	<b><i>NewMMARS opens</i></b>	<b><i>NewMMARS opens</i></b>  Add department revenue budgets  Grants conversion – any new grants post 5/14, with anticipated FY2004 activity, need to be set up in both OldMMARS and NewMMARS	<b><i>NewMMARS opens</i></b>

### June 2004

<b>Date 2004</b>	<b>Appropriation/ Account Management</b>	<b>Encumbrance Management</b>	<b>Disbursement Management</b>	<b>Payroll Management</b>	<b>Cash And Revenue Management</b>	<b>GAAP, Fixed Assets And Special Higher Education</b>
<b>June 1 Tuesday</b>		PEND2 approval now required on FY2004 SR, PO, PD, PG, SC, SM, LO, PH	All FY2004 payments must reference encumbrances	Set up LCM rules table Dept. request Acct. Specific & Alternate rules.  HR/CMS appropriation clean up begins  LCM configuration data available in CIW		
<b>June 3 Thursday</b>		Conversion of MSAs and Price Agreements				
<b>June 7 Monday</b>		Last day to enter FY 2004 multi-year encumbrances into MMARS before conversion.  Last day for LO modifications for OYO (GAAP) prior to conversion approval roll			All WO requests must be accepted at CTR	
<b>June 11 Friday</b>					Suspend Intercept processing	
<b>June 15 Tuesday</b>		Target date for finalizing routine FY2004 encumbrances (5:00 P.M.)				
<b>June 16 Wednesday</b>		SC/LO Conversion/Roll				

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<b>June 18 Friday</b>		Ready Payment contracts with start date of 7/1/2004 due at CTR				
<b>June 22 Tuesday</b>			PSS Discontinued. Last day that CTR approves PSS entries. Depts. must use OldMMARS for Vendor updates needed for A/P . If new vendor or modification is needed beyond FY2004, then it must also be entered in NewMMARS.			
<b>June 25 Friday</b>			Complete Second Vendor Conversion	Deadline for PH processing  Final day to enter XE's on PCRS  Last day for posting payroll for pay period ending 6/26/04.	Customer conversion to NewMMARS (approx) After June 25, all customer adds and modifications must be entered in NewMMARS	
<b>June 28 Monday</b>				Employee and Contractor default conversion. Depts. enter position assigned Rule 2. Depts. begin entering DEPTE's.  Depts. start modifying LCM FY05 Default Records.		

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<b>June 30 Wednesday</b>	Irregular Balances must be resolved in appropriation types 01, 02, and 03.	Last day to submit FY2004 encumbrance documentation to CTR (5:00 pm)	Last day to receive goods, services and other performances for FY2004			

**July 2004**

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<b>July 1 Thursday</b>		FY2004 decrease only PEND2 comes off	Begin FY2005 Disbursements PEND5 for all payments	Depts. enter position assigned Rules 1 and Labor Distribution Profiles.  LCM EMPL and position data in CIW	Collections must be deposited by 12:00 noon  RE, RI, RD and WO will require CTR PEND5 approval	
<b>July 2 Friday</b>					All CT's should be entered into (Old) MMARS	
<b>July 5 Monday</b>	Holiday, no activity	Holiday, no activity	Holiday, no activity	Holiday, no activity	Holiday, no activity	Holiday, no activity
<b>July 7 Wednesday</b>		Deadline for FY2004 CC and CM transactions to be in DONE status				
<b>July 9 Friday</b>	Period 12 fringe and indirect costs posted			Last day for posting payroll for pay period ending 7/10/04  1 <sup>st</sup> FY2005 pay period end date (HR/CMS) Split pay period  Final FY2004 Pay Period End Date	Final day to enter FY2004 RD's  RE, RI, RD, and WO no longer require PEND5 approval as of the close of accounting Period 12	Final day to enter FY2004 fixed asset additions, disposals, changes, transfers. All other fixed asset entries, NewMMARS only
<b>July 12 Monday</b>						GAAP Distribution #2
<b>July13 Tuesday</b>			Target date for accounting for FY2004 advances			

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<b>July 16 Friday</b>	Close Period 12/2004 (for departments)  Period 12 Fringe and Indirect posted	1 <sup>st</sup> CC roll, FY2005 lines activated (approx. July 16)	RFs no longer require PEND5 approval	FY2004 XD/XF/PR/IF Transactions on holding /SUSF files with negative uncommitted and unexpected balances must be corrected	Verify All FY2004 AR, CB, ER have been approved	Period 12 Reports
<b>July 17 Saturday</b>	BFs and RS Program starts for types 02,03 and 04		Target date for accounting FY2004 advances			
<b>July 19 Monday</b>				All FY2004 payroll reject transactions and payroll accounts with negative uncommitted and unexpected balances must be corrected		
<b>July 22 Thursday</b>		CC rolling FY2004>FY2005 lines (Unspent for certain departments)				
<b>July 23 Friday</b>						Final HMBEN008 Compensated Absences balance report as of 6- 30-04 (available on view direct and /or document direct) for audit
<b>July 26 Monday</b>				Last day to enter AP payroll for payroll run on 7/27/04		

**August/September 2004**

<b>Date 2004</b>	<b>Appropriation/ Account Management</b>	<b>Encumbrance Management</b>	<b>Disbursement Management</b>	<b>Payroll Management</b>	<b>Cash And Revenue Management</b>	<b>GAAP, Fixed Assets And Special Higher Education</b>
<b>August 6 Friday</b>			Shutdown of MHD PARS processing to facilitate conversion			
<b>August 9 Monday</b>				Last day to enter AP Payroll for Payroll Run on 8-10-04		Basic FY2004 dept GAAP packages due  Higher Education Statutory Accounts Payable Information Fund 901  Higher education federal financial assistance schedules distributed
<b>August 23 Monday</b>				Last day to enter AP Payroll for Payroll Run on 8-24-04		
<b>August 27 Friday</b>			Final date for FY2004 EXs			
<b>August 31 Tuesday</b>			Final date for FY 2004 EXs  Final FY2004 (Non- APEN) payments to DONE status.  All FY2004 advances must be accounted for	Final date for FY 2004 XAs		
<b>Sept 1 Wednesday</b>		Lapse FY2004 encumbrances (Not on APEN)		PH Lapse (except dept with approved extensions)		
<b>Sept 2 Thursday A.M.</b>						Higher Ed Preliminary 110H report available on view direct



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<b>Sept 13 Monday</b>	FY2004 irregular balances must be resolved for Federal grants				Reconcile reports 466c, 467a, 468a, 469a, 430a For The Month Of June	Higher Education Completion of FY2004 activity through June 30 <sup>th</sup>  Higher Ed Fixed Assets And Lease Information To CTR  Higher Ed Student Loan Supplemental Reporting  Higher Ed Federal Financial Assistance due
<b>Sept 15 Wednesday</b>	Irregular Balances must be resolved in appropriation type 04.		Final FY2004 (APEN) payments to DONE status			Fixed asset conversion.  Higher education foundations and other component units' financial statements due to institutions
<b>Sept 16 Thursday</b>		Final lapse FY2004 encumbrances		Final PH lapse		
<b>Sept 17 Friday</b>	Old MMARS –Access scan only	Old MMARS – Access scan only	Old MMARS – Access scan only	Old MMARS – Access scan only	Old MMARS – Access scan only	Old MMARS Access scan only
<b>Sept 18 Saturday</b>						Final 110 series Report-dept copy- available on view direct and document direct

**October/December 2004**

<b>Date 2004</b>	<b>Appropriation/ Account Management</b>	<b>Encumbrance Management</b>	<b>Disbursement Management</b>	<b>Payroll Management</b>	<b>Cash And Revenue Management</b>	<b>GAAP, Fixed Assets And Special Higher Education</b>
<b>October 15 Friday</b>						Higher Ed audited financial statements due in <b>final form</b>
<b>October 29 Friday</b>						Statutory Basis Financial Report Issuance date
<b>December 31 Friday</b>						Comprehensive Annual Financial Report issuance date  Reports on Compliance and Internal Control Issuance date